

AVERAGE HOURLY WAGE CALCULATION WORKSHEET
Direct Care Staff

Name: _____ Date of Request: _____

CDDO: _____ CSP: _____

1. Calculate the average hourly pay for direct care staff: Add the hourly rate for each staff working with the consumer in question and multiply that rate by the number of hours worked per week by each staff with that consumer. Divide this sum by the total number of hours worked per week. (An option to using this formula is to use payroll forms that show this information. Please attach the payroll forms. Be sure to exclude overtime when calculating this rate).
2. Calculate taxes and benefits: multiply the average hourly pay for direct care staff (the sum of #1) by 1.20.
3. Calculate the relief factor: multiply the figure in #2 by 1.15.

Example:

Staff A works 40 hours/week at \$10/hour; staff B works 40 hours/week at \$11/hour; staff C and staff D work 24 hours/week each at \$9/hour.

$$(40 \times \$10) + (40 \times \$11) + (24 \times \$9) + (24 \times \$9) = 400 + 440 + 216 + 216 = 1272$$

$$1272 \text{ divided by } (40 + 40 + 24 + 24) = 1272 \text{ divided by } 128 = \$9.94$$

This is the average hours/day on the Rate Calculation Sheet

$$\$9.94 \times 1.20 = \$11.93$$

$$\$11.93 \times 1.15 = \$13.72$$

**COMPLETE THE AVERAGE HOURLY WAGE FOR DIRECT CARE
STAFF IN THE SPACE PROVIDED BELOW:**

Remember to calculate day and residential services separately.
(Or attach payroll forms)

AVERAGE HOURLY WAGE CALCULATION WORKSHEET

Program Coordinator and Professional Staff

Name: _____ Date of Request: _____

CDDO: _____ CSP: _____

Program Coordinator

- The individual who supervises direct care staff
- To calculate average hours/day, divide 40 hours by the number of individuals served by this program coordinator, multiply by 52 weeks and
 - Divide by 260 days for the days service program coordinator $[(40 \div \# \text{ of individuals served by program coordinator}) \times 52] \div 260$
 - Divide by 365 days for the residential service program coordinator $[(40 \div \# \text{ of individuals served by program coordinator}) \times 52] \div 365$
- Determine hourly wage from payroll forms
 - Day service hourly wage =
 - Residential service hourly wage =

Professional Staff

- Include but not limited to occupational therapy, physical therapy, speech therapy, nursing, psychological services, and dietary services
- To calculate average hours/day, determine the actual services hours provided /week, multiply by 52 weeks, and
 - divide by 260 days for day services $[(\# \text{ of hours of service provided/week}) \times 52] \div 260$
 - 1.
 - 2.
 - 3.
 - divide by 365 days for residential services $[(\# \text{ of hours of service provided/week}) \times 52] \div 365$
 - 1.
 - 2.
 - 3.

Determine hourly wages from payroll forms:

- 1.
- 2.
- 3.